# Sibford School Logo_Coats greenPlease return completed application to:

# HR DEPARTMENT

# SIBFORD SCHOOL

# SIBFORD FERRIS

# BANBURY

**Application No**

*(for office use only)*

# OXFORDSHIRE

# OX15 5QL

**Telephone 01295 781200**

**Email:** [**vacancy@sibfordschool.co.uk**](mailto:vacancy@sibfordschool.co.uk)

**Thank you for your interest in working at Sibford School.**

Please use this form to apply for opportunities either in response to an advertised vacancy. CVs will not be accepted, in line with our Safer Recruitment and Selection Policy and Procedure.

Please note that Section One and Section Three of the application form will be detached on receipt (whether submitted by hard copy or electronically) and stored separately prior to shortlisting to support our commitment to provide equal opportunities to all applicants.    
Sibford School will not refer to personal details and will not discriminate either directly or indirectly in the shortlisting of candidates for interview.  Selection will be based on the information contained in Section Two only.   The names of candidates will only be revealed to the interviewers once the shortlisting process is complete.

**SECTION ONE (to be detached for shortlisting)**

|  |  |  |
| --- | --- | --- |
| Surname | Forenames | |
| Former Name(s) (please make sure you include all former names) | | |
| Address  Postcode: | | |
| Date of Birth | | Home Tel No |
| Email Address | | Mobile No |
| National Insurance No | | Work Tel No |

**SECTION TWO**

**Application No**

*(for office use only)*

|  |  |
| --- | --- |
| **APPLICATION FOR THE POST OF:** |  |

**QUALIFICATIONS**

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| *For teaching applicants only*  Do you have Qualified Teacher Status?  **YES  NO**  Teacher Reference Number (TRN) |
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| *For roles requiring driving only*  Do you have a current full UK driving licence?  **YES  NO** |
| Please provide full details of membership of any professional bodies:  **Name of Professional Body Membership Number Level of Membership** |

Please provide details of all academic and vocational qualifications:

*If there is not enough space provided, please list any further qualifications within your supporting statement.*

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| **Award/Qualification** | **Awarding Body** | **Date Obtained** | **Grade**  **(if appropriate)** |
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Please note here any other training you feel is relevant to your application:

*If there is not enough space provided, please list any further relevant training within your supporting statement.*

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| **Date Attended** | **Duration** | **Training** | **Provider** |
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**FURTHER EDUCATION AND CAREER HISTORY**

Please give details of your employment history beginning with your current or most recent post and including all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please provide a reason for leaving employment in each case, and explanations for any periods not in employment, further education or training.

*If there is not enough space provided, please list any further relevant training within your supporting statement.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Name and location**  **Employer/ Training Establishment** | **Position(s) held (Teachers – please include subject and level taught)** | **Reason for**  **Leaving** | **Reason for any gap between this and the next establishment** |
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**SUPPORTING INFORMATION**

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| Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post. You may also wish to include any outside interests here, and any other information you feel is relevant to your application.  Further Awards/Qualifications:  Further relevant Training:  Further employers: |

**REHABILITATION OF OFFENDERS ACT**

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| This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exemption Order 1975 as amended by the Exceptions (Amendments) Order 1986, which means that convictions, cautions and bind-overs, including those regarded as “spent” under the terms of the Act **must be disclosed,** and will be taken into account in deciding whether to make an appointment.Any information will be completely confidential and will be considered only in relation to this appointment.  You are required to submit to an enhanced Disclosure and Barring Service check. Any disclosures made by the DBS will remain strictly confidential.  Do you authorize us to obtain any necessary information from the DBS in connection  with this application? **YES / NO**  Are you currently registered for the DBS Update Service: **YES/NO**  If so please provide your DBS Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Have you ever been convicted in a Court of Law and/or cautioned/bound-over in respect of any offence? **YES / NO**  If yes, please give details in a sealed envelope marked “confidential”. |

**REFEREES**: Please provide at least two **employment/work** referees. One referee should be your current or most recent employer **(if this is a school or college, this must be the** **Head/Principal)**.

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Telephone  Email | Telephone  Email |
| Position | Position |
| May we contact this referee prior to interview?  **YES  NO** | May we contact this referee prior to interview?  **YES  NO** |

|  |
| --- |
| Are you a parent or legal guardian of a pupil or pupils currently attending Sibford School?  **YES  NO**  Do you have any family or close relationship to an existing employee or member of School Committee (the school’s governing body)?  **YES  NO**  If yes, please give details: |

|  |
| --- |
| Have you ever lived or worked outside of the UK?  **YES  NO**  If yes, please give specific dates and locations:  **Where an applicant has worked or been resident overseas in the previous 10 years, a check of your criminal record from the relevant authority in that country/countries will be necessary (in line with KCSIE guidance).** |

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| Do you have social media accounts?  If yes please state your user names/profile names here:  Please note: The School carries out social media checks on shortlisted applicants as part of the safter recruitment process. |
| Notice period required by current employer: |
| Current Salary (please include all aspects of your pay e.g. responsibility points, London allowance, etc) £ |

**SAFEGUARDING STATEMENT BY SIBFORD SCHOOL**

***Sibford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. Further information on the checks (that any offer of employment will be conditional upon) can be found within our Safer Recruitment and Selection Policy and Procedure on the Sibford School website.***

**Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data are set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

**DECLARATION BY APPLICANT**

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| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.  Signature: DateClick or tap to enter a date. |

*If returning this form electronically, please use the tick boxes above to make your declaration, and type your name (or electronic copy of your signature if you have one) into the text field labelled ‘Signature’. You will be asked to physically sign your form if attending for interview.*

**How did you become aware of this vacancy?**

Media: Choose an item. Reference number of advert (if available):

Other (please specify

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**SECTION THREE (to be detached for shortlisting)**

**EQUAL OPPORTUNITIES MONITORING FORM**

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| This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.  Sibford School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.  We welcome applications from all sections of the community.  You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.  All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.  Please complete the form as you feel is most appropriate for you. |

**Position applied for:**

**Equality and diversity monitoring form**

Sibford School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, contact [hr@sibfordschool.co.uk](mailto:hr@sibfordschool.co.uk) Please return the completed form to [hr@sibfordschool.co.uk](mailto:hr@sibfordschool.co.uk)

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say 

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual 

Pansexual  Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 